

**ACRL/DLS IS Committee Meeting
January 16, 2005
ALA Midwinter, Chicago**

I. Minutes

II. Roster

- a. Present: Darby Syrkin, Pat Mahoney, Beth Lindsay, Ramona Islam, Mark Horan, David Hovde, Michele Behr, Dan Lawrence
- b. Visitor: Marie ??? (Ramona misplaced Marie's business card temporarily)
- c. Minutes: Stefanie Buck

III. Term Renewal

- a. The following members have requested that their terms be renewed: Kate Manuel, Pat Mahoney, Darby Syrkin, Mark Horan.
- b. Members are limited to 2 two-year consecutive terms. Pat M. will be moving to strategic planning at the end of his term.
- c. Terms end after ALA Annual.
- d. Ramona will check to see if anyone else is up for renewal.

IV. 12th Off-Campus Library Services Conference

- a. Pat passed out information regarding the conference. There is a web site at <http://ocls.cmich.edu/conference> for details.
- b. The committee plans to send in a proposal to OCLS to present the findings of the SPEC kit survey. The deadline for submitting a proposal is March 22. Proposals should be 500 words or less.
- c. Presentations should last about 50-55 minutes. Presentations may have a discussion component.
- d. Pat will ask Connie Hildebrand for sample copies of past proposals.
- e. Ramona will draft a proposal with Dan Lawrence. It will be distributed to the committee members for feedback. This should be completed within the next 30 days.
- f. If the proposal is accepted, there will be 3 presenters and 1 discussion moderator. The presentation will probably be divided into 3 parts: history, results, future implications and a discussion time. At this time the presenters are: Ramona Islam, Darby Syrkin, Beth Lindsay and Stefanie Buck. The presenters do not need to be named on the proposal. The committee also decided that a presentation was preferable to a panel discussion.
- g. If the proposal is accepted, Ramona will arrange a conference call to decide who actually writes up the paper for the OCLC proceedings.

V. Instruction Committee Mission and Project Brainstorming

Different projects have been assigned to committee members. Items D,E, F (as listed on the 1/11/2005 Minutes) have been postponed until after the results of the SPEC kit survey are available.

- a. To assist Section members in developing instructional materials for distance learners by facilitating access to appropriate web sites, tutorials, and information literacy related information.
 - i. Create a web page that links to resources like PRIMO and MERLOT and Loex. Goal is to have web page done by ALA annual. (Darby and Dan)
- b. To gather and disseminate information on "best practices" in providing instruction for distance learners.

- i. Update and develop "Best Practices for Library Instruction" document that's already on the Committee's web page. (Pat and Beth)
 - ii. Select relevant papers from the 11th OCLS Report" to create a bibliography on this topic. (Pat and Beth)
 - c. To develop models on collaborating with faculty to integrate library services into distance-delivered courses.
 - i. Our SPEC Survey
 - d. To compile for Section members a list of resources and issues on computer literacy and the information-seeking behavior of distance learners. (Jonathan)
 - i. Our SPEC Survey bibliography
 - ii. Keep tabs on the Educational Testing Service's newly developed standardized test which measures the computer savvy and information literacy of college students.
 - iii. After we have finished the SPEC survey project, we can compile a bibliography on this topic.
 - e. To coordinate the Section's library instruction-related activities within ALA/ACRL.
 - i. Michele B. is serving on the DLS Division Program Planning Committee, and it's likely that we'll be able to share the results of our survey by presenting them at a conference.
 - ii. Mark has also volunteered to assist.
 - f. To collaborate with the Instruction Section, LIRT and other appropriate ALA/ACRL units in activities related to instruction in the distance learning environment.
 - i. We've begun to touch on this (at previous conferences, members have met with the IS Div. Emerging Technologies in Instruction Committee and spoke on LIRT discussion panel, etc.)
 - ii. Jonathan has proposed a round table session for the ACRL conference in April to discuss librarian-faculty collaboration for DL and our SPEC survey.

VI. SPEC Survey final version to be distributed after Midwinter Meeting

- a. The survey will go out to 123 ARL members right after Midwinter. Results should be available in April or May. The SPEC kit will be published in July/August. Ramona will ask Lee Ann for more specific dates.
- b. To write up the SPEC kit, the work will need to be divided among the committee members. Once Ramona has more information from Lee Ann, she will arrange a conference call to see how we need to divide the work. Generally the SPEC kits are about 3 pages of intro., the data, and 6-7 pages of discussion.
- c. The results of the SPEC kit may (potentially) be presented both at ALA and the 12th OCLS. These two documents will have to be 2 separate papers.
- d. Jonathan's write up of the paper for the upcoming ACRL: Do not know yet if proposal has been accepted by ACRL. ACRL is April 7-10. Need to hear more from Jonathan to proceed.

VII. Web CT Usage Update.

- a. Web CT activity is low but it is a useful place to share documents and other information. Committee members are encouraged to check WebCT regularly.